



501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601

**DEI MEMO 20-02**

**TO:** ICs and HRGs  
**FROM:** Department of Employee Insurance  
**RE:** Optional Insurance Branch Manager  
**DATE:** March 4, 2020

We are excited to announce that Jessica Hetrick is the Acting Optional Insurance Branch (OIB) Manager effective February 1, 2020.

Jessica began working in the Department of Employee Insurance in December 2015 in the Enrollment Information Branch. Prior to joining our department, she was a Human Resource Specialist at the Kentucky Transportation Cabinet. She has a complete understanding of the Kentucky Employees' Health Plan (KEHP) including enrollment, eligibility, customer service, policies, and procedures. The wealth of knowledge she has of KEHP will benefit her and the team tremendously as many of the same policies and procedures apply to dental and vision.

You may contact the Optional Insurance team (dental, vision and life) at 888-581-8834, option 5.

As a reminder, we have two other managers if you need assistance:

- Sheila Sexton is the branch manager over the Enrollment Information Branch and you may contact her team at 888-581-8834, option 4 or by email at [eib@ky.gov](mailto:eib@ky.gov).
- Sherry Davis is the branch manager over the Member Services Branch and they can also be reached at 888-581-8834, option 4.